

ER: 6-4707

JAN 6 1955

**MEMORANDUM FOR:** Deputy Director (Plans)  
Deputy Director (Intelligence)  
Assistant Director for Personnel  
Assistant Director for Communications  
Director of Training

**SUBJECT :** Personnel Ceilings

1. This memorandum is to be viewed as interim policy guidance regarding the relationship between tables of organization and manpower ceilings within the Agency, pending a permanent resolution leading to improved and simplified manpower controls requested by the Director.

2. As you have noted, recent approvals of upward changes in tables of organization have not been accompanied by corresponding changes in the authorized personnel ceilings administered by this office. I have adopted this course of action out of consideration for the fact that on an Agency-wide basis our present "on duty" strength is more than 800 less than our authorized personnel ceiling, and these vacancies are rather evenly distributed throughout the Agency. Balanced against this, the net gain in the number of Agency employees during the past twelve months has been practically zero.

3. Therefore, to grant further increases in Agency ceilings or in major components when the present supply of vacancies has not been fully utilized is merely to inflate ceilings to an unrealistic and unnecessary degree. Accordingly, even though a T/O and ceiling increase for a segment of a major component is entirely justifiable, I do not consider it appropriate to approve a corresponding, automatic increase in authorized personnel ceiling for the major component itself so long as vacancies exist there which have not thus far been utilized, even though these vacancies lie in a different segment than the one receiving the increase.

4. Consequently, any increase in the personnel ceiling of a major component will not be approved until that component has demonstrated that failure to do so would result in their inability to enter on duty needed personnel in approved positions.

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5. In addition, I feel it appropriate to mention that in line with stated Agency policy, an obligation rests with all of us to see that all ways and means of reducing personnel ceilings are thoroughly and continuously explored, so that our eventual ceiling strength figure is as low as is consistent with efficient operations. As you know, the Director at the meeting of the Assistant Directors on 3 January 1955 again expressed his desire to reduce our personnel strength.

6. The achievement of a personnel ceiling in the Agency that accurately reflects only our absolute needs calls not only for sound forward personnel planning in each component, but flexibility in seeing that approved position vacancies in one segment of a major component are made available to other segments where need exists and where approval to exceed authorized ceiling strength has been received. I am directing the Management Staff to work closely with your offices in order to progressively bring ceiling authorization to the level of a staffing pattern which reflects existing work burdens.

LS/  
L. K. WHITE  
Deputy Director  
(Administration)

cc: General Counsel  
Director of Security  
Chief, Logistics Office  
Comptroller  
Auditor-in-Chief  
Chief, Medical Staff  
Chief, Management Staff  
Chief, Project Administrative Planning Staff

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